

TOWN OF DAYTON, MAINE PLANNING BOARD

Date Submitted to Town for PB meeting:

FINAL SUBDIVISION APPLICATION – Article 8

1. Project/Subdivision Name: _____
2. Property Owner: _____
Mailing Address: _____

Telephone: _____ Fax: _____
Email Address: _____
3. Applicant/Agent (if different from owner): _____
Mailing Address: _____

Telephone: _____ Fax: _____
Email Address: _____
4. Engineer or Surveyor who prepared plan: _____
Mailing Address: _____

Telephone: _____ Fax: _____
Email Address: _____
5. All correspondence should be sent to:
(specify one of the above) _____
6. Assessor's Tax Map Number: _____ Lot Number: _____ (of land to be divided)
7. Is applicant a Maine-licensed corporation? ☐ Yes ☐ No (if yes, attach copy of license)
8. What legal interest does the applicant have in the property to be developed (ownership, option, purchase & sales contract, etc.)?

9. What interest does the applicant have in any abutting property?

-
10. Location of Property:
Street Address (approx.) _____
Book _____ Page _____ (From County Registry of Deeds)
11. Current Zoning and Shoreland Overlay of property: _____
12. Is any portion of the property within 250 feet of the high water mark of a pond, river or salt- water body? ☐ Yes ☐ No
13. Total Acreage: _____ Acreage to be developed: _____
14. Indicate the nature of any restrictive covenants to be place in the deeds:

15. Has this land been part of a prior approved subdivision? ☐ Yes ☐ No
Or other divisions within the past 5 Years? ☐ Yes ☐ No
If so, please describe and/or list the Map and Lot numbers of all 'out-sale' lots:

16. Identify existing use(s) of land, (farmland, woodlot, etc.)

17. Does the parcel include any water bodies? ☐ Yes ☐ No
18. Is any portion of the property within a special flood hazard area as idenitified by the Federal Emergency Management Agency? ☐ Yes ☐ No
19. Number of lots or dwelling units exising: _____ and
Number of lots or dwelling units proposed: _____.
20. Does this development require extension of public infrastructure? ☐ Yes ☐ No
If yes, which type of structure?
- | | | |
|---|--|------------------------------------|
| <input type="checkbox"/> roads | <input type="checkbox"/> storm drainage | <input type="checkbox"/> sidewalks |
| <input type="checkbox"/> water lines | <input type="checkbox"/> fire protection equipment | <input type="checkbox"/> sewer |
| <input type="checkbox"/> If other, please state _____ | | |
21. Estimated cost for infrastructure improvements: \$ _____
22. Identify method of water supply to the proposed development:
- | | |
|---|---|
| <input type="checkbox"/> individual wells | <input type="checkbox"/> connection to public water system |
| <input type="checkbox"/> central well w/ distribution lines | <input type="checkbox"/> If other, please state alternative _____ |
23. Identify method of sewage disposal to the proposed development:
- | | |
|--|---|
| <input type="checkbox"/> individual septic tanks | <input type="checkbox"/> central on site disposal with distribution lines |
| <input type="checkbox"/> connection to public sewer system <input type="checkbox"/> If other, please state alternative _____ | |

24. Identify method of fire protection for the proposed development:

- ☐ hydrants connected to the public water system
- ☐ dry hydrants located on an existing pond or water body
- ☐ existing fire pond
- ☐ If other, please state alternative (fire cistern, individual sprinklers)_____

25. Does the applicant intend to request waivers of any of the subdivision submission requirements?

☐ Yes ☐ No

If yes, list them and state the reasons for the request:

CERTIFICATION: To the best of my knowledge, all the information submitted on this subdivision plan and with my application is true and correct.

Signature of Applicant

Date

THE APPLICANT MUST SUBMIT THE FOLLOWING MATERIALS AND INFORMATION TO THE PLANNING BOARD CHAIRMAN, SECRETARY AND/OR CODE ENFORCEMENT OFFICE TWO WEEKS IN ADVANCE OF A SCHEDULED MEETING IN ORDER FOR THE SUBMISSION TO BE CONSIDERED: (see Subdivision Regulations, Article 8)

FINAL SUBDIVISION APPLICATION COMPLETENESS REVIEW CHECKLIST
(*This Checklist MUST be submitted*)

Project Name: _____ **Applicant:** _____

Checklist Prepared By: _____ **Date:** _____

Checklist Reviewed By: _____ **Date:** _____

Please use this Checklist as a guide to prepare your Subdivision Plan and Submission Information. Check the appropriate blank boxes. Shaded boxes indicate the action in the heading cannot be taken. The Checklist does not substitute for the requirements for Subdivision Approval in Subdivision Regulations or Land Use Ordinance.

Response (Please check applicable box)

Code Section	Submission Requirements	Submitted By Applicant	To Be Submitted By Applicant	Not Applicable	Applicant Requests Waiver
8.1.A	Within six months after the approval of the preliminary plan, the applicant shall submit 8 copies of an application for approval of the final plan with all supporting materials, at least 14 days prior to a scheduled meeting of the Board. Applications shall be submitted by mail to the Board in care of the municipal offices or delivered by hand to the municipal offices. If the application for the final plan is not submitted within six months after preliminary plan approval, the Board shall require resubmission of the preliminary plan, except as stipulated below. The final plan shall approximate the layout shown on the preliminary plan, plus any changes required by the Board.				
8.1.B	All applications for final plan approval for a major subdivision shall be accompanied by a non-refundable application fee of \$300 per lot or dwelling unit, payable by check to the municipality. In addition, there will be a \$350.00 escrow fee if the Planning Board determines that a final public hearing is required.				

8.1.D	<p>Prior to submittal of the final plan application for a major subdivision, the following approvals shall be obtained in writing, where applicable:</p> <ol style="list-style-type: none"> 1. Maine Department of Environmental Protection, under the Site Location of Development Act. 2. Maine Department of Environmental Protection, under the Natural Resources Protection Act or Stormwater Law, or if an MEPDES wastewater discharge license is needed. 3. Maine Department of Human Services, if the applicant proposes to provide a public water system. 4. Maine Department of Human Services, if an engineered subsurface waste water disposal system(s) is to be utilized. 5. U.S. Army Corps of Engineers, if a permit under Section 404 of the Clean Water Act is required. 6. Maine Department of Transportation Traffic Movement Permit, and/or Highway Entrance/Driveway Access Management Permit 				
8.1.E	If the preliminary plan identified any areas listed on or eligible to be listed on the National Register of Historic Places, in accordance with Section 7.2.C.23, the applicant shall submit a copy of the plan and a copy of any proposed mitigation measures to the Maine Historic Preservation commission prior to submitting the final plan application.				
8.1.F	Written approval of any proposed street names from the Town of Dayton E911 Addressing Officer.				
8.2	The final plan shall consist of one or more maps or drawings drawn to a scale of not more than one hundred feet to the inch. Plans for subdivisions containing more than one hundred acres may be drawn at a scale of not more than two hundred feet to the inch provided all necessary detail can easily be read.				
8.2.A	Completed Final Plan Application Form and Final Plan Application Submissions Checklist.				
8.2.B	Proposed name of the subdivision and the name of the municipality in which it is located, plus the Assessor's map and lot numbers.				
8.2.C	An actual field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distances, made and certified by a licensed land surveyor. The corners of the tract shall be located on the ground and marked by monuments. The plan shall indicate the type of monument set or found at each lot corner.				
8.2.D	The number of acres within the proposed subdivision, location of property lines, existing buildings, watercourses, and other essential existing physical features.				
8.2.E	An indication of the type of sewage disposal to be used in the subdivision.				

8.2.F	<p>An indication of the type of water supply system(s) to be used in the subdivision.</p> <ol style="list-style-type: none"> 1. A written statement shall be submitted from the Fire Chief approving all hydrant locations or other fire protection measures deemed necessary. 2. When water is to be supplied by private wells, evidence of adequate ground water supply and quality shall be submitted by a well driller or a hydrogeologist familiar with the area. 3. When a proposed subdivision is to be served by a private central water system or contains structures other than one- or two-family dwellings, evidence of adequate groundwater quantity shall be required. 				
8.2.G	The date the plan was prepared, north point, graphic map scale.				
8.2.H	The names and addresses of the record owner, applicant, and individual or				
8.2.I	The location of any zoning boundaries affecting the subdivision.				
8.2.J	If different than those submitted with the preliminary plan, a copy of any proposed deed restrictions intended to cover all or part of the lots or dwellings in the subdivision.				
8.2.K	The location and size of existing and proposed sewers, water mains, culverts, and drainage ways on or adjacent to the property to be subdivided.				
8.2.L	The location, names, and present widths of existing and proposed streets, highways, easements, buildings, parks and other open spaces on or adjacent to the subdivision. The plan shall contain sufficient data to allow the location, bearing and length of every street line, lot line, and boundary line to be readily determined and be reproduced upon the ground. These lines shall be tied to reference points previously established. The location, bearing and length of street lines, lot lines and parcel boundary lines shall be certified by a professional land surveyor. The original reproducible plan shall be embossed with the seal of the professional land surveyor and be signed by that individual				
8.2.M	Street plans, meeting the requirements of Section 11.15.				
8.2.N	The width and location of any proposed new streets or public improvements or open space within the subject property that are shown upon the official map, in the comprehensive plan, or Capital Improvements Program, if any.				
8.2.O	All parcels of land proposed to be dedicated to public use and the conditions of such dedication. Written offers to convey title to the municipality of all public ways and open spaces shown on the Plan, and copies of agreements or other documents showing the manner in which open spaces to be retained by the developer or lot owners are to be managed and maintained shall be submitted. These may include Homeowners' Association By Laws and Condominium Declarations. If proposed streets and/or open spaces or other land is to be offered to the municipality, written evidence that the Municipal Officers are satisfied with the legal sufficiency of the written offer to convey title shall be included.				
8.2.P	The boundaries of any flood hazard areas and the 100-year flood elevation as depicted on the municipality's Flood Insurance Rate Map, shall be delineated on the plan.				
8.2.Q	The location and method of disposal for land clearing and construction debris.				

8.3	Waivers may be granted				
8.3.A	An erosion and sedimentation control plan prepared in accordance with the Maine Erosion and Sediment Control Handbook for Construction, Best Management Practices, published by the Maine Department of Environmental Protection and the Cumberland County Soil and Water Conservation District, 1991. The Board may waive submission of the erosion and sedimentation control plan only if the subdivision is not in the watershed of a great pond, and upon a finding that the proposed subdivision will not involve road construction or grading which changes drainage patterns and if the addition of impervious surfaces such as roofs and driveways is less than 5% of the total land area of the subdivision.				
8.3.B	A stormwater management plan, prepared by a Registered Professional Engineer in accordance with the most recent edition of <i>Stormwater Management for Maine: BMPS Technical Design Manual</i> , published by the Maine Department of Environmental Protection, 2006. Another methodology may be used if the applicant can demonstrate it is equally applicable to the site. The Board may waive submission of the stormwater management plan only if the subdivision is not in the watershed of a great pond, and upon a finding that the proposed subdivision will not involve road construction or grading which changes drainage patterns and if the addition of impervious surfaces such as roofs and driveways is less than 5% of the total land area of the subdivision.				
8.3.C	<p>If any portion of the proposed subdivision is in the direct watershed of a great pond, and meets the criteria of section 11.12.D, the following shall be submitted or indicated on the plan:</p> <ol style="list-style-type: none"> 1. A phosphorus impact analysis and control plan conducted using the procedures set forth in DEP Phosphorus Design Manual, Volume II of the Maine Stormwater Best Management Practices Manual, 2006. The analysis and control plan shall include all worksheets, engineering calculations, and construction specifications and diagrams for control measures, as required by the Technical Guide. 2. A long-term maintenance plan for all phosphorus control measures. 3. The contour lines shown on the plan shall be at an interval of no less than five feet. 4. Areas with sustained slopes greater than 25% covering more than one acre shall be delineated. 				
8.4	No plan shall be approved by the Board as long as the applicant is in violation or default of the provisions of a previously approved Plan within the municipality.				
11.1 to 11.17	<p>Performance & Design Standards:</p> <p>In reviewing a proposed subdivision, the Board shall review the application for conformance with the following performance and design standards and make findings that each has been met prior to the approval of a subdivision plan.</p>				

12.1 to 12.9	<p>Performance Guarantees:</p> <p>With submittal of the application for final plan approval, the applicant shall propose a performance guarantee, found suitable by the Planning Board, for an amount adequate to cover the total construction costs of all required improvements, taking into account the time-span of the construction schedule and the inflation rate for construction costs.</p>				
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- ◆ Please contact the Code Officer or Planning Board Secretary with questions regarding the materials to be submitted, in what format, and for other questions and information.
- ◆ The entire Dayton Town Code is on the town website <https://www.dayton-me.gov/>

LISTING OF ABUTTERS TO A PROPOSED FINAL SUBDIVISION APPLICATION

Project Name: _____

Street Address of Project: _____

Map/ Lot # of Project: _____

Subdivision applications are to be accompanied by a current list of names and addresses of abutters to the proposed project. Abutter information shall be obtained by the applicant from the Town Tax Assessor's records. [*Abutter is defined as "A person who owns adjacent land or land across a street right-of-way from the subject lot"*]

It is the responsibility of the Sub-divider to notify abutters of a Final Subdivision Application.

Names, Addresses, and Tax Map & Lot Numbers of Abutters to Proposed Project

Name	Address	Tax Map	Lot

I hereby certify that this is a current and accurate listing of all abutters to this proposed subdivision.

Signature of Applicant

Date

Attach extra pages as necessary



TOWN OF DAYTON, MAINE PLANNING BOARD

33 Clarks Mills Road
Dayton, ME 04005
ceo@dayton-me.gov

FINAL SUBDIVISION APPLICATION ABUTTER NOTIFICATION

This Final Subdivision Application Notice to abutters is required to be mailed by the applicant/subdivider to all abutters.

To Whom It May Concern:

A Final Subdivision Application has been filed with the Dayton Planning Board for land that is located directly abutting or across the street from property you own. The Subdivision Application and proposed plans are currently available for public inspection at the Dayton Code Office. This abutter notification is required by the Dayton Subdivision Regulations for subdivision applications.

Planning Board meetings are open to the public for informational purposes. Only Planning Board PUBLIC HEARINGS, of which abutters are mailed separate certified mail notice, give the opportunity to concerned abutters/ town residents to speak about this application. Please feel free to mail or email your concerns in writing to the attention of the Code Officer or Planning Board Chairman at the address noted above. Copies of the written concerns will be provided to the Planning Board at a scheduled meeting.

The Planning Board meeting calendar and agendas are available for view at <https://www.dayton-me.gov/>

Property Owner (of land to be divided): _____

Owner's Mailing Address: _____

Applicant's Name: _____

Applicant's Mailing Address: _____

Applicant's Signature: _____

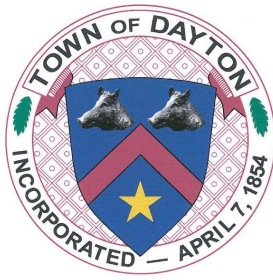
Assessor's Tax Map Number: _____ **Lot Number :** _____ (of land to be divided)

Subdivision Location (street address): _____

Acres to be subdivided: _____ **Number of proposed lots or dwelling units:** _____

Zoning District(s): _____

Description of Proposal:



TOWN OF DAYTON, MAINE PLANNING BOARD

33 Clarks Mills Road
Dayton, ME 04005
ceo@dayton-me.gov

STREET NAME REQUEST FORM

Per Subdivision Regulation Article 11.C.3

Street Names, Signs, and Lighting.

Streets which join and are in alignment with streets of abutting or neighboring properties shall bear the same name.

Names of new streets shall not duplicate, nor bear phonetic resemblance to the names of existing streets within the municipality and shall be subject to the approval of the 911 Addressing Officer prior to Final Plan approval.

No street name shall be the common given name of a person.

The developer shall either install street name, traffic safety and control signs meeting municipal specifications or reimburse the municipality for the costs of their installation.

PLEASE PROVIDE A SEPARATE FORM FOR EACH STREET/ROAD PROPOSED

NAME OF PROPOSED SUBDIVISION: _____

LOCATION OF PROPOSED SUBDIVISION : _____

MAP(s)/LOT(s)#: _____

Desired Street Names to be Considered:

1. _____
2. _____
3. _____
4. _____
5. _____

Contact Name of Development: _____

Contact Phone: _____ Email: _____

Approval

STREET NAME(s) APPROVED BY PLANNING BOARD & 911 ADDRESSING OFFICER:

Date: _____ Signature: _____